



December 17, 2015

NATIONAL ENGINEERING MANUAL
210 - ENGINEERING
AMENDMENT WI-42

SUBJECT: ENG – National Engineering Manual (NEM)

Purpose. Revisions to National Engineering Manual

Explanation of Changes. Part 505.3 (B) – Bullets were revised for consistency with current expectations.
Part 505.3 (C) – Revised to include actual as-built quantities.
Part 505.11 (B) – Revised to include quantities and cost estimates required under Design and Construction Checkout sections.
Part 505.42 (Subpart E, Exhibit 2) – Revised Prior to Construction and After Construction sections for consistency with current expectations.
Part 505.43 (Subpart E, Exhibit 2) – Revised Prior to Construction and After Construction sections for consistency with current expectations.

Filing Instructions (EFH):

Remove:

Existing Tabulations Sheets
All WI Parts of: 505

Insert:

New Tabulations Sheet
Pages: All WI Parts of 505

Wisconsin supplements and transmittal notices for the NEM can be found on the Wisconsin NRCS web site at <http://www.nrcs.usda.gov/wps/portal/nrcs/detail/wi/technical/engineering/>.

JIMMY BRAMBLETT
State Conservationist

Attachments

DIRECTIVE TABULATION SHEET

Title No. 210

**Directive Name/Type: National Engineering Manual
Wisconsin Supplements**

Directive Number	Issue Date	Part, Subpart, Pages, etc., or Bulletin Subject
Amend 1	11/17/80	National Engineering Manual and Wisconsin Supplements
Amend 2	12/29/80	Circular No. 1, Dam Breach Discharge Criteria
Amend 3	2/24/81	Dividers (Superseded)
Amend 4	6/1/81	Part 520, Reclassification of Dams (Superseded)
Amend 5	12/21/81	Part 503, Safety Signs for Hazardous Conditions (Removed)
Amend 6	9/12/84	Part 501, Authorization, Job Approval (Superseded)
Amend 7	3/20/85	Part 501 and 510, Job Approval and Planning (Superseded)
Amend 8	3/28/86	Part 505, Use of Non-SCS Engineering Services (Superseded)
Amend 9	3/31/86	Part 536, Structural Engineering (Superseded)
Amend 10	9/29/86	Part 512, Construction, Used Materials (Superseded)
Amend 11	3/3/88	Part 540, Field Surveys (Superseded)
Amend 12	11/13/89	Part 503, Safety, Utilities (Superseded)
Amend 13	4/15/92	Part 501, Review and Approval, Job Approval Authority and revised tabulation sheet (Superseded)
Amend 14	6/1/90	Part 512, Construction, Used Materials (Superseded)
Amend 15	9/27/90	New tabulation sheet (Superseded)
Amend 16	9/2/93	Part 510, Planning Report Signatures (Superseded)
Amend 17	3/14/94	Part 512, Construction Used Materials (Non-franchise dealers) (Superseded)
Amend 18	5/22/95	Part 501, Wisconsin Delegated Job Approval (Superseded)
Amend 19	1/14/97	Part 536, Standard Drawings, and Part 541, Drafting
Amend 20	1/22/97	Part 510, Planning Studies
Amend 21	3/3/97	Part 503, Safety and new tabulation sheets (Superseded)
Amend 22	7/29/97	Part 503, Safety Uniform Color Code (Superseded)
Amend 23	6/4/98	Part 542 – Specifications, ASTM Reference List (Superseded)
Amend 24	1/20/99	Parts 505, 511, 512, and 540 Revisions
Amend 25	5/3/99	Parts 501, 512, 520, 540 and 544
Amend 26	8/02/99	Part 506, EXCEL Spreadsheet List (Superseded)
Amend 27	11/29/99	Part 506, Revised EXCEL Spreadsheet List (Removed)
Amend 28	11/29/99	Part 512, As-Built Construction Plans

DIRECTIVE TABULATION SHEET

Title No. 210

**Directive Name/Type: National Engineering Manual
 Wisconsin Supplements**

Directive Number	Issue Date	Part, Subpart, Pages, etc., or Bulletin Subject
Amend 29	08/01/00	Part 542, Specifications, ASTM Reference List (Superseded)
Amend 30	04/24/02	Part 512, Construction, Quality Assurance Personnel Forms
Amend 31	04/01/03	Part 505, Contractor Technical Services (Superseded)
Amend 32	4/21/05	Part 505, Contractor Technical Services (Superseded) and Part 512, Construction
Amend 33	5/24/05	Part 505, Contractor Technical Services (Superseded)
Amend 34	9/21/05	Part 501, Job Approval Delegation Sheets (Superseded)
Amend 35	6/20/06	Part 542, Specifications, ASTM Reference List
Amend 36	1/17/07	Part 501, Authorizations, Job Approval Delegation Sheets
Amend 37	1/17/07	Part 503, Engineering Activities Affecting Utilities
Amend 38	6/4/08	Part 505, Contractor Technical Services (Superseded)
Amend 39	12/1/08	Part 503, Public Safety at Structure Sites
Amend 40	2/26/15	Revisions to Parts of 501, 503, 505, 510, 511, 512, 536, 540, 542, and 544
Amend 41	11/30/15	Revised WI Parts 501 and 511
Amend 42	12/17/2015	Revised WI Part 505, Contractor Technical Services

SUBPART A – INTRODUCTION

§ WI 505.0 General

A. Non-NRCS engineering and other technical services.

- Non-NRCS engineering services may be used to provide planning for conservation programs and practices. Conservation Activity Plans use non-NRCS staff to provide planning assistance for Ag Energy Management, Comprehensive Nutrient Management, Drainage Water Management, Irrigation Water Management, and other similar conservation activity plans.
- The planners are required to be individuals certified by a third party entity or recognized by NRCS.
- NRCS staff with appropriate planning engineering job approval authority for the practices contained in the plans or NRCS certified individuals will perform acceptance of these plans.

§ WI 505.3 Review of Technical Services Performed by Others

B. Site-Specific Plans and Specifications

Non-NRCS engineering services may be used to provide site-specific assistance in the planning, design, installation, or construction quality assurance of conservation practices in NRCS programs. Each practice standard contained in the Field Office Technical Guide is followed by a "Statement of Work" which provides guidance for the documentation required in the design, installation, and checkout of the practice.

To expedite review and assistance for non-NRCS engineering services, a "Non-NRCS Engineer Contact Permission" is provided in Subpart E, WI 505.43, Exhibit 1. This allows for direct contact between the non-NRCS engineering provider and NRCS personnel.

- Non-NRCS Individuals - The policy in this section applies when a licensed professional engineer has been retained by the cooperator.
 - A landowner may hire a licensed professional engineer to perform planning, design, installation, and construction quality assurance of conservation practices. A sample letter to landowners using licensed professional engineers for engineering services is included in Subpart E, WI 505.43, Exhibit 2.
 - NRCS staff with appropriate planning engineering job approval authority or NRCS certified individuals will perform any practice feasibility.
 - A pre-planning or pre-design conference with NRCS staff and the licensed professional engineer shall be conducted for all jobs to avoid misunderstanding and promote efficiencies. Other meetings during design may be desirable based on complexity of the job.

- The licensed professional engineer provides for the necessary foundation investigations and laboratory testing of soils for planning and design of the project.
- A copy of management and/or site assessments along with all computations necessary for the job will be provided to NRCS for acceptance before construction begins. The computations will include design loadings, design assumptions, storm frequencies and runoff data, structure capacity, flow rates, and references used. These will be retained for documentation purposes.
- The licensed professional engineer submits a signed statement indicating specifically what standards in the Field Office Technical Guide have been met for each job with the following statement: "to the best of my professional knowledge, judgment, and belief, these plans meet applicable NRCS standards" (list standard numbers, titles, and dates).
- The licensed professional engineer signs, seals, and dates the cover sheet of each bound document such as: planning documents, design computations, design reports, construction drawings and specifications.
- One copy of a reproducible set of construction drawings and specifications will be provided to NRCS. Other copies shall be reproduced for the landowner, contractor, and other agencies as needed by the licensed professional engineer.
- The licensed professional engineer will prepare a construction quality assurance plan stating the items requiring quality assurance, documentation requirements, and the qualifications of the personnel performing the quality assurance.
- The licensed professional engineer will prepare an operation and maintenance plan.
- The licensed professional engineer will prepare construction quantities and a cost estimate for the project.
- After the planning details, design, construction plans, specifications, quantities, cost estimate, quality assurance plan, and operation and maintenance plan have been received by NRCS, a functional review will be performed and acceptance provided by a person with appropriate design engineering job approval authority.

C. Site-Specific Installations

- Changes approved by the licensed professional engineer during construction that alter the design or structural aspects of components must be accepted by NRCS prior to implementation of the changes. Modifications affecting location or extent of a component (such as length of a concrete wall) that do not alter compliance with standards need not be technically accepted by NRCS.

- The licensed professional engineer shall provide NRCS the signed and sealed practice construction documents including a red-lined as-built construction plan, including actual quantities, a landowner signed Operation and Maintenance Plan, all supporting documentation detailed in the construction quality assurance plan, and a job diary providing a chronological record of work performed. A signed statement similar to the following: "To the best of my professional knowledge, judgment, and belief, these practices are installed in accordance with the construction plans and specifications and meet NRCS standards" (list standard numbers, titles, and dates) shall also be submitted. These will be retained for documentation purposes.
- Acceptance will be provided by a person with appropriate construction engineering job approval authority.

§ WI 505.11 Non-Project Activities

B. Technical Services Provided by Conservation Contractors

- Technical services provided by non-NRCS sources are encouraged. Individuals other than partnership employees, such as conservation contractors and technically qualified individuals certified by a third party entity may become involved in the design, layout, or construction checkout of conservation practices. Hereafter referred to as conservation contractors.
- Each practice standard contained in the Field Office Technical Guide is followed by a "Statement of Work" which provides guidance for the documentation required in the design, installation, and checkout of the practice.
- To expedite review and assistance for conservation contractor services, a "Conservation Contractor Contact Permission" is provided in Subpart E, WI 505.42, Exhibit 1. This allows direct contact between the conservation contractor and NRCS personnel.
- Technical services addressed herein do not include any items of work which are part of the conservation planning process.
- Technical services may be accepted from conservation contractors for design and for use as supporting documentation to certify that a practice meets NRCS standards and specifications. However, these technical services must be reviewed and approved by an employee with the appropriate design and construction engineering job approval authority before the practice is certified complete.
- Technical services that can be accepted from conservation contractors include:
 - Design surveys
 - Design
 - Construction layout
 - Construction checkout

- If requested by the conservation contractor and the landowner has provided written approval, NRCS may supply electronic construction layout information to the conservation contractor.
- Documentation of technical services can be in any form chosen by the conservation contractor, as long as it provides the minimum documentation required by NRCS to certify that the practice meets NRCS standards and specifications. Contractors may use their own forms, or standard forms and drawings provided by NRCS. As-built information can be documented in red ink on the construction plans or provided on individual job sheets. NRCS Service Center Staff will provide guidance on the minimum documentation required for each practice and technical service.
- A sample letter to landowners using a conservation contractor to provide technical services is included in Subpart E, WI 505.42, Exhibit 2.
- NRCS is technically responsible for all practices. This includes certifying to all agencies providing financial assistance that construction has been completed according to NRCS standards and specifications.
- Conservation contractors are strongly encouraged, but not required, to attend any formal, organized training prior to NRCS accepting their technical services as documentation. However, the conservation contractor must attain an acceptable level of competency before their technical services will be accepted by NRCS.
- The minimum requirements listed below will establish the acceptable level of competency for technical services provided by conservation contractors. The District Conservationist will make the determination that the quality of technical services provided meets the established level of competency with concurrence by an NRCS Engineer.
- Technical services submitted by conservation contractors must be checked and approved by an employee with the appropriate engineering job approval authority.
- Minimum requirements for conservation contractors to demonstrate competency for the delivery of technical services are as follows:

➤ DESIGN SURVEYS

Design surveys will consist of profiles, cross sections and/or topographic surveys, and other information necessary to adequately describe a site. Survey information will be adequate to define the extent of the proposed practice's cross section and profile, drainage areas, percent slopes, downstream stability and capacity, property line, utility locations, locations of public works, and locations of all homes and other structures which may be impacted by the proposed practice. All surveys shall reference an identifiable benchmark, and will close vertically and horizontally, when applicable, within ordinary survey accuracy, as defined in Chapter 1 of the NRCS National Engineering Handbook Part 650, Engineering Field Handbook (EFH).

Contractors will have demonstrated their ability to perform design surveys when, for each practice for which they seek qualification:

- ❖ Two (2) surveys adequate for design have been submitted to the NRCS Service Center, and
- ❖ An employee with appropriate design engineering job approval authority has confirmed the surveys were accurate and adequate for practice design.

➤ DESIGN

Practice design shall consist of documented design data, construction plans, quantities, cost estimate, specifications and/or job sheets, developed per NRCS handbook procedures that are in compliance with the standards and specifications in Section IV of the Field Office Technical Guide. NRCS will provide data, design sheets and standard drawings, when applicable.

Contractors will have demonstrated their ability to provide a practice design when, for each practice for which they seek qualification:

- ❖ Two (2) complete construction plans are submitted to an NRCS Service Center, along with all supporting documentation, including surveys and computations, and
- ❖ An employee with appropriate design engineering job approval authority confirms that the design computations are accurate and consistent with NRCS standards and specifications.

➤ CONSTRUCTION LAYOUT

Construction layout consists of surveys to mark offset or centerline stakes for cuts and fills, locating practice components, and setting elevations specified in construction plans.

Contractors will have demonstrated their ability to perform construction layout when, for each practice for which they seek qualification:

- ❖ Two (2) surveys showing computed cuts and fills, practice component locations and grades are submitted to an NRCS Service Center, and
- ❖ Review of the work by an employee with appropriate construction engineering job approval authority confirms the layout to be accurate and adequate.

➤ CONSTRUCTION CHECKOUT

Construction checkout documentation will consist of survey notes, quality assurance notes, and all other items necessary to document that a practice was constructed in compliance with the plans and specifications. This includes preparation of a red-lined construction plan and revised quantities.

Contractors will have demonstrated their ability to document construction checkout when, for each practice for which they seek qualification:

- ❖ Two (2) sets of checkout documentation and red-lined as-built

construction plans have been submitted to an NRCS Service Center, and

- ❖ An employee with appropriate construction engineering job approval authority confirms that the checkout and red-lined documentation adequately and accurately describe the constructed practice.
- ❖ A field review of the work by an employee with appropriate engineering job approval authority confirms the checkout to be accurate.

- Contractor Qualification

- Contractors who provide adequate documentation described previously may receive a written statement of their qualifications to survey, design, layout and/or checkout practices from the District Conservationist in their county of residence.
- The District Conservationist will submit the documentation to an NRCS Engineer, along with a statement from an employee with appropriate design engineering job approval authority that the minimum requirements for competency were met.
- The NRCS Engineer shall review the documentation and concur in the recommendation for job qualification, or return the recommendation to the District Conservationist with an explanation for rejection.
- Upon notification from the NRCS Engineer, the District Conservationist shall send a Letter of Competency to the conservation contractor detailing the practices and technical services they have been qualified to provide. See Subpart E, WI 505.42, Exhibit 3, for an example of a contractor "Letter of Competency".
- The contractor will be required to demonstrate ability in only one county. A Letter of Competency, signed by the District Conservationist in the contractor's county of residence, will serve as proof of demonstrated ability in counties other than the one issuing the letter.
- Contractor qualifications listed in the Letter of Competency will be reviewed annually by the issuing office, according to the spot checking requirements listed below.
- Contractors are encouraged to retain their level of qualification, by assisting with surveys, designs, and layout or construction documentation. Contractors will not maintain qualification for any technical service that they have not performed for that practice in the previous three (3) years.

- Spot Checking Contractor-Documented Practices

- A minimum of 10%, and not less than one of each practice documented by a conservation contractor, will be spot-checked by the Service Center each year. Spot checks shall include all technical services provided by the conservation contractor for the selected practice(s).
- Spot checks will be completed by personnel with appropriate engineering

job approval authority.

- Service Centers shall maintain a list of all practices for which contractors provided documentation in each calendar year and shall indicate which practice applications were spot-checked. The list of practices completed by contractors and results of the spot check will be provided to the Service Center that issued the Letter of Competency.

- The Service Center that issued the contractor's Letter of Competency will evaluate the spot check results in consultation with an NRCS Engineer. Based on the spot check results, the Letter of Competency may remain unchanged or practices may be rescinded based on criteria contained above. The Service Center shall inform other counties where the contractor is performing technical services of any actions taken.

- A Letter of Competency will not be maintained for a practice when:
 - ❖ Two (2) or more instances of inadequate documentation are noted for any practice in any one year, or the number of instances of inadequate documentation reported is more than 20% of the installations of a practice documented by that contractor in the past year.
 - ❖ "Inadequate documentation" shall be defined as documentation that fails to indicate the true condition of the applied practice and whether or not the construction meets the requirements of the construction plans and specifications.

SUBPART E - EXHIBITS

§WI 505.42 Conservation Contractor – Sample Letters

Exhibit 1 – Conservation Contractor Contact Permission

Landowner: _____ Date: _____

County: _____ T____N, R____E/W, Sec____

NRCS Practices: _____

The NRCS may have questions that will require additional information from the conservation contractor you have hired. Do you give permission for the NRCS to directly contact the conservation contractor of record for this project?

YES _____ NO _____

The conservation contractor you have hired may request construction layout information in electronic format. Do you give NRCS permission to supply this information if requested by the conservation contractor of record?

YES _____ NO _____

There may be correspondence prepared by the NRCS requiring a written response from your conservation contractor. Do you give NRCS permission to send a copy of this correspondence directly to the conservation contractor of record for this project?

YES _____ NO _____

Please supply the following information and return this form to the NRCS office in the county where the project will be constructed:

Conservation Contractor of Record: _____

Address: _____

Phone Number: _____

Landowner's signature

Date

SUBPART E – EXHIBITS

§WI 505.42 Conservation Contractor – Sample Letters

Exhibit 2 - Landowner Use of a Conservation Contractor

USDA
NATURAL RESOURCES CONSERVATION SERVICE
400 Water Street
Anytown, Anywhere 00000

Name
Address

Current Date

Dear (Landowner):

You have hired a conservation contractor to perform various technical services for your project. The Natural Resources Conservation Service (NRCS) welcomes the involvement of your contractor. However, you need to be aware that the NRCS will require the contractor to meet NRCS standards and specifications in all aspects of services provided.

There are certain items that must be submitted to the NRCS to meet this requirement. These items are outlined in this letter. Your conservation contractor need only supply the information applicable to the services they are providing you.

Prior to Construction

1. Service Center staff will provide or concur in practice planning, feasibility determinations, cultural resources review, and foundation investigations.
2. You need to submit the following items provided by the conservation contractor to the NRCS for approval:
 - a. A copy of all design assumptions, computations and other items to show compliance with the conservation practice standard.
 - b. A set of construction drawings and specifications.
 - c. The estimated quantities for the project.
 - d. The cost estimate for the project.
 - e. A construction quality assurance plan stating the items requiring quality assurance, documentation requirements, frequency of quality assurance, and the qualifications of the personnel performing the quality assurance.
 - f. An operation and maintenance plan for the practices in the construction plans.
3. The NRCS will perform a complete check of the design and construction plans to determine compliance with NRCS standards.
4. The NRCS will approve the construction plans by signing the cover sheet.
5. You are responsible for obtaining all permits and contacting all utility companies with facilities in the work area.

During Construction

1. You are responsible for hiring the construction contractor and ensuring that the quality assurance plan is carried out and that the practice is completed according to the approved construction plan and specifications.
2. You are responsible for maintaining construction documentation and have any changes proposed during construction approved by the NRCS and noted on the "red-lined" as-built construction drawings.

After Construction

1. Upon completion, you must submit to the NRCS a copy of the "red-lined" as-built construction drawings with any revised quantities, and any construction documentation required in the quality assurance plan.
2. The NRCS will review and approve the construction documentation.
3. The NRCS will verify practice completion and certify the practice for financial assistance.
4. You will need to follow the Operation and Maintenance Plan for the conservation system.

We commend you and greatly appreciate your efforts and cooperation in promoting and installing high quality conservation practices in (this county). If you have any questions, please call me at (phone number).

Sincerely,

District Conservationist

SUBPART E – EXHIBITS

§WI 505.42 Conservation Contractor – Sample Letters

Exhibit 3 - Letter of Competency

USDA
NATURAL RESOURCES CONSERVATION SERVICE
400 Water Street
Anytown, Anywhere 00000

Name
Address

Current Date

Dear (Conservation Contractor):

As you requested on (date), I am furnishing you this Letter of Competency to provide technical services related to implementation of conservation practices installed by landowners. This is based on a review of the documentation you submitted and our field review of your work. The conservation practices for which you gained acceptance are:

Grassed Waterways - Design, Construction Layout and Construction Checkout

Diversions - Construction Layout and Construction Checkout

Terraces - Construction Checkout

Service Center Staff will perform periodic spot-checking of the technical services listed above in order to document the successful maintenance of these competencies.

We commend you for your efforts and cooperation in promoting and installing high quality conservation practices.

Sincerely,

District Conservationist

SUBPART E - EXHIBITS

§WI 505.43 Landowner Use of a Consultant – Sample Letter

Exhibit 1 - Non-NRCS Engineer Contact Permission

Landowner: _____ Date: _____

County: _____ T____N, R____E/W, Sec____

NRCS Practices: _____

The NRCS may have questions that will require additional information from the engineer you have hired. Do you give permission for the NRCS to directly contact the engineer of record for this project?

YES____ NO____

There may be correspondence prepared by the NRCS requiring a written response from your engineer. Do you give NRCS permission to send a copy of this correspondence directly to the engineer of record for this project?

YES____ NO____

Please supply the following information and return this form to the NRCS office in the county where the project will be constructed:

Engineer of Record: _____

Address: _____

Phone Number: _____

Landowner's signature

Date

SUBPART E - EXHIBITS

§WI 505.43 Landowner Use of a Consultant – Sample Letter

Exhibit 2 - Landowner use of a Licensed Professional Engineer

USDA
NATURAL RESOURCES CONSERVATION SERVICE
400 Water Street
Anytown, Anywhere 00000

Name
Address

Current Date

Dear (Landowner):

You have expressed an interest or have requested financial assistance from the (Program) for practice (practice name). You have indicated that your system will be planned or designed by a private engineering consultant. The Natural Resources Conservation Service (NRCS) welcomes the involvement of your consultant. However, you need to be aware that the NRCS will require that the consultant be responsible for meeting NRCS standards and specifications in the planning, design, and construction of the practice.

There are certain items that must be submitted to the NRCS to meet this requirement. These items are outlined in this letter. We hope this will provide a clear understanding for all parties involved and prevent any possible misunderstanding. The following items are needed.

Prior to Construction

1. NRCS will determine your eligibility for program participation.
2. The engineering consultant will perform any needed foundation investigations and laboratory testing of soils.
3. A pre-planning or pre-design conference will be conducted with you, the engineering consultant, and a NRCS representative.
4. You need to submit the following items provided by the engineering consultant to the NRCS:
 - a. A copy of all planning and design assumptions, computations and other items to show compliance with the conservation practice standard.
 - b. A set of construction drawings and specifications signed and sealed by a licensed professional engineer.
 - c. A transmittal letter containing a statement similar to the following: "to the best of my professional knowledge, judgment, and belief, these plans meet applicable NRCS standards" (list standard numbers, titles, and dates).
 - d. The licensed professional engineer signs, seals, and dates the cover sheet of each bound document including: planning documents, design computations, design reports, construction drawings and specifications.
 - e. The estimated quantities for the project.

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- f. The engineer's cost estimate for the project.
 - g. A construction quality assurance plan stating the items requiring quality assurance, documentation requirements, frequency of quality assurance, and the qualifications of the personnel performing the quality assurance.
 - h. An operation and maintenance plan for the practices in the construction plans.
5. NRCS will perform a functional review of all items provided by the engineering consultant.
 6. You are responsible for obtaining all permits and contacting all utility companies with facilities in the work area.

During Construction

1. You are responsible for hiring the construction contractor and ensuring that the quality assurance plan is carried out and that the practice is completed according to the approved construction plan and specifications. Your private engineering consultant will be able to assist you during construction.
2. You are responsible for maintaining construction documentation and have any changes proposed during construction approved by the engineering consultant and accepted by NRCS. Any approved changes must be noted on the "red-lined" as-built construction drawings.

After Construction

1. Upon completion, you must submit to the NRCS a copy of the "red-lined" as-built construction drawings with any revised quantities, a certification statement signed by a licensed professional engineer, a job diary, and a copy of all construction documentation required in the quality assurance plan. The certification statement should read "To the best of my professional knowledge, judgment, and belief, these practices are installed in accordance with the construction plans and specifications and meet NRCS standards" (list standard numbers, titles, and dates).
2. A licensed professional engineer signs, seals, and dates the cover sheet of each bound document.
3. The NRCS will make a field visit to the site and will verify completion. The practice will be certified for financial assistance based on the consultant's certification statement.
4. You will need to follow the Operation and Maintenance Plan for the conservation system.

I hope this letter fully explains NRCS expectations. If you have any questions, please call me at (phone number).

Sincerely,

District Conservationist